

GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE

NOTICE OF VACANCY



Administrative Analyst 2, Fiscal Management

SALARY RANGE: \$51,529.95-\$72,953.46 (P21)

WORKWEEK: NE (35 hour workweek)

POSTING PERIOD FROM: June 6, 2016

TO: June 20, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Governor's Council on Alcoholism & Drug Abuse
135 West Hanover Street
2nd Floor
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of the Deputy Executive Director, functions as GCADA's Fiscal Manager who provides fiscal oversight and accountability for GCADA accounts; coordinates efforts with staff in the Department of the Treasury's Fiscal Office to manage and track allocations and expenses; manages GCADA's grants program which allocates funds to County Alliances for the development and implementation of educational efforts; assists in the development of GCADA's annual budget; does other job related duties.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

Education: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses. Applicant submissions must include a copy of their transcript confirming possession of specific credit requirements as indicated.

Experience: Two (2) years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis. Thirty (30) credits equates to one (1) year of experience.

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by **email only**. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: AA2, Fiscal Mgmt.)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Manni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer